

# Design Review Amendment Administrative Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

Submit Application  
via [OneStopShop](#)

[See Planning Division's Published Project Review Timelines](#)

**Administrative Completeness**  
*Follow the checklist provided*

Accepted

Returned

1<sup>st</sup> Review

Missing Information Provided

Approved

Returned for  
Corrections

Accepted

Withdraw  
Submittal

Subsequent Submittals

Approved

Returned for  
Corrections

**Notice of Decision\*\***

Inactive cases  
are closed after 180  
days

\*\*The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.\*\*

# **Examples of Design Review Amendment Administrative Minor**

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

- Minor changes to building or structure exterior finish, material or color from an approved DRB case.
- Minor changes to building elevations that do not significantly change the appearance or adversely affect the aesthetics of the building. Examples include: lighting, doors, windows, canopies, awnings.
- Minor exterior changes to standard plan elevations.
- Minor changes or refinements to landscape areas, open spaces, community entry features, planters, walls and fences.
- Minor changes to a previously approved site plan for parking spaces, landscape planter, screen walls or fences, not affecting the circulation or egress visibility of the development.

## **Projects that do NOT qualify for the Minor review but fall under Administrative Design Review Application:**

- Expansions to existing buildings.
- Significant changes with landscaping or parking lots that require a modification to the Grading and Drainage Plan.
- Considerable renovation that removes outdoor areas, canopies, parking, or changes access or circulation.
- Useful Links on Gilbert's Planning & Development webpage:
  - [Development Fee Schedule](#)
  - [Planning Division Project Review Timelines](#)
  - [General Plan Character Area Map](#)
  - [Zoning and Land Development Code](#)
  - [Zoning Map Noting Overlay Zoning Districts](#)
  - [Commercial Design Guidelines](#)
  - [Industrial/Employment Design Guidelines](#)
  - [Heritage District Design Guidelines](#)
  - [Gateway Streetscape Guidelines](#)
  - [Trail Design Guidelines](#)
  - [Street Theme District Tree Map](#)
  - [System Development Fees Area Map](#)
  - [Gateway Area Traditional Neighborhood Design Guidelines](#)
  - [Residential Design and Development Guidelines](#)
  - [Engineering Standards](#)

**Submittal Formatting, Required Materials and Checklist:**

- ☐ **Submit electronic copy** of ALL required items on checklist. (No 24" x 36")
- ☐ **Purge** images of unnecessary blocks and layers (single layer).
- ☐ **Save each exhibit as a separate PDF per document naming below.**

**Document Naming:**

- ☐ Exhibit 1: Property Owner Authorization
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel /Aerial Map
- ☐ Exhibit 4: Site Plan and Detail Sheets (as appropriate for the request)
- ☐ Exhibit 5: Landscape Plan and Detail Sheet(s) (as appropriate for the request)
- ☐ Exhibit 6: Color and Materials Board(s) (as appropriate for the request)
- ☐ Exhibit 7: Elevation(s) (as appropriate for the request)
- ☐ Exhibit 8: Floor Plans (as appropriate for the request)
- ☐ Exhibit 9: Letter from Architectural Review Committee / Property Owner's Association / Home Owner's Association (if applicable to the site)
- ☐ Exhibit 10: Email or communication from Planning Services Division staff person noting authorization to use this application.
- ☐ Exhibit 11: Other Exhibits (as appropriate for the request)

<b>Checklist</b>
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☐ **Exhibit 1: Property Owner Authorization**

- ☐ Must be signed by property owner.

☐ **Exhibit 2: Project Narrative**

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
- ☐ Describe proposed project of what is being removed or altered;
- ☐ Describe before and after changes, provide all new specification;
- ☐ Note the impact of the changes on the site plan, parking, landscaping or lighting as applicable.

☐ **Exhibit 3: Parcel /Aerial Map**

- ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s).

☐ **Exhibit 4: Site Plan and Detail Sheets (as appropriate for the request)**

- ☐ Vicinity Map with site noted;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Project data table including: gross and net acres, parking, percentage of landscape area, gross building square footage, etc; Dimension property lines, building setbacks, require landscape areas, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;
- ☐ Location and size of any existing/proposed building(s) or structure(s);
- ☐ Location of other existing and proposed improvements such as walls, hardscape, trash enclosures, outside storage, loading areas, mailboxes, etc.;
- ☐ Method of screening for parking, storage and loading areas;

- ☐ Depict adjacent parcels and/or structures within 300 feet;
- ☐ Freestanding sign locations with corresponding visibility triangles;
- ☐ Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- ☐ Service Entry Section (SES) location.

**NOTE:** [Standard Commercial and Industrial Site Plan Notes](#) must be included on an exhibit within the project submittal.

☐ **Exhibit 5: Landscape Plan and Detail Sheet(s) (as appropriate for the request)**

- ☐ Vicinity Map; with the site noted;
- ☐ Scale, north arrow, and exhibit date;
- ☐ Project data table including square footage and percentage of on-site landscaping square footage and percentage of public right-of-way (off-site) landscaping;
- ☐ Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- ☐ Contour lines for retention basins and earthen berms;
- ☐ Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- ☐ Location and design of parking and service area screen walls.

☐ **Exhibit 6: Color and Materials Board(as appropriate for the request)**

- ☐ Electronic Color & Material Board (staff may request hardcopy if necessary).

☐ **Exhibit 7: Elevations (as appropriate for the request)**

- ☐ Graphic scale and date;
- ☐ All existing and proposed elevations of each building identified by geographic direction; Dimensioned and keyed to the Colors Material Table;
- ☐ Color and Materials Table with name, manufacturer product identification;
- ☐ Elevations of parking and/or other accessory structures;
- ☐ Roof drainage method noted;
- ☐ Roof mounted mechanical and/or electrical equipment dimensioned and dashed in with method of screening depicted;
- ☐ Location of proposed and/or existing signage;
- ☐ Location, type and mounted height of proposed wall mounted lighting fixtures.

☐ **Exhibit 8: Floor Plans(as appropriate for the request)**

- ☐ Graphic scale (comparable to elevation scale) and date;
- ☐ Gross floor area, interior space distribution with dimensions;
- ☐ Service areas;
- ☐ Exterior walls and interior partitions;

- ☐ Fenestration;
- ☐ Doors and door swings;
- ☐ Stairs and elevators, including roof access;
- ☐ Location of fire riser room;
- ☐ **Exhibit 9: Letter from Architectural Review Committee, Property Owner's Association / Home Owner's Association** (if applicable to the site)
  - ☐ Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.
- ☐ **Exhibit 10: Email or communication from Planning Services Division**
  - ☐ Email or Communication from staff person noting or documenting authorization to use this application.
- ☐ **Exhibit 11: Other Exhibits (as appropriate for the request)**